



COMPASSION



PERSEVERANCE



RESPECT



WISDOM

## RECEPTIONIST/ADMINISTRATION ASSISTANT and Lunchtime Assistant

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**Location:**

Pool-in-Wharfedale C of E Primary School

Admin Assistant: Fixed Term (31<sup>st</sup> Aug 2027) - 20 Hours  
Per Week (8:30 -12:30 Mon-Fri) + 5 days

**Contract:**

Lunchtime Assistant: Fixed Term (31<sup>st</sup> August 2027) 2.5  
Hours Per Week. Term Time Only (12:30 – 1pm Mon – Fri)

**Closing Date:**

7<sup>th</sup> November 2025

**Selection Day:**

Wk commencing 10<sup>th</sup> November 2025

## RECEPTIONIST/ADMINISTRATION ASSISTANT and Lunchtime Assistant

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Thank you for your enquiry regarding this post.

Please look on the school's website: [Pool-in-Wharfedale CE Primary School](#) for more information about the school and for relevant policies e.g. Child Protection etc.

You will find in this booklet:

- Information about the post
- Information from the headteacher
- Job Description
- Person Specification
- Guidance for completing the application form

If you have a disability and require this information in a different format, for example, Braille, larger print or on CD, please contact the school:

0113 2843151

The closing date for applications is **7<sup>th</sup> November 2025**. Please note that it is our policy not to accept late applications. Shortlisting will commence immediately with interviews taking place **week commencing 10<sup>th</sup> November 2025**.

Following the closing date, a recruitment panel will review the information provided and consider how well it matches the person specification. Shortlisted candidates will then be invited in for interview and references taken.

The school is committed to safeguarding and promoting the welfare of our students and expect all staff and volunteers to share this commitment. All appointments will be subject to an Enhanced Disclosure and Barring Service check.

We aim for diversity within our workforce. Applications are welcome from all, irrespective of sex, sexual orientation, gender identity, race, religion or belief, marital status, age or disability.

Pool-in-Wharfedale CE Primary School is a non-smoking/vaping site.

## INFORMATION ABOUT THE POST

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Our busy school office needs a new receptionist/administrative assistant whose main responsibility will be to facilitate good communication between the school, parents, visitors, outside agencies and others.

We are looking for someone who will have:

- very strong interpersonal and communication skills as you will be the first point of contact for the many visitors and parents who come to the school
- experience of working in a busy office environment
- experience of using a range of computer applications including word-processing and spreadsheets
- ability to read and write in English to a high standard
- the ability to prioritise your work, and able to work using your own initiative.

This vacancy is for a permanent role of 20 hours. In addition, the role includes 2.5 hours per week as a lunchtime assistant.

# INFORMATION ABOUT Pool-in-Wharfedale CE Primary School

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## VISION

### **Believe and Achieve**

***'Everything is possible for one who believes.'* Mark 9:23**

Perseverance, Respect, Compassion, Wisdom

Pool is a welcoming, inclusive and happy school, where everyone is valued and loved.

Our high aspirations enable everyone to dream big and learn to become the best version of themselves.

We nurture confident, caring individuals who live well together within our diverse, wider community.

### **What we can offer:**

We offer:

- A friendly, supportive and hard-working team
- The opportunity to work in a good school with a dynamic ethos
- Well-behaved and enthusiastic pupils

## **JOB DESCRIPTION: ADMIN ASSISTANT/Lunchtime Assistant**

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<b>Name:</b>	
<b>Job Title:</b>	<b>Administrative Assistant + Lunchtime Assistant</b>
<b>Salary Grade:</b>	<b>NJC Grade B1 Scale Points 4-6 NJC Grade A1 Scale Point 2</b>
<b>Contract Type:</b>	<b>Admin Assistant: Fixed Term (31<sup>st</sup> Aug 2027) - 20 Hours Per Week (8:30 -12:30 Mon-Fri) + 5 days</b>  <b>Lunchtime Assistant: Fixed Term (31<sup>st</sup> August 2027) 2.5 Hours Per Week. Term Time Only (12:30 – 1pm Mon – Fri)</b>
<b>Responsible to:</b>	<b>Office Manager</b>

### **PURPOSE OF ROLE: Admin Assistant**

Work with Pool-in-Wharfedale CE Primary School to support strategically manage the administration services that are best delivered by school staff.

### **MAIN DUTIES**

- To work on the school's reception, greeting visitors in a courteous, professional manner, assisting with the school's Safeguarding Policies by ensuring that all visitors are signed in.
- To keep the reception area clean and tidy and to report any problems to relevant people.
- To operate a busy telephone switchboard and maintain internal telephone lists.
- To provide administration support to the finance team assisting with the input of data.
- To carry out general admin duties to support the admin office including opening/distributing post, filing, scanning, emailing and photocopying.
- To produce and distribute school correspondence.
- To manage meeting room bookings and hospitality requests.
- To manage lost property.

- To assist the school's First Aiders in the provision of first aid for students, colleagues and visitors to the school.
- To support with attendance.
- Support with staff cover when required.
- Navigate Arbor effectively and run reports.
- Support parents with setting up any IT systems.
- To abide by the school health & safety policies and procedures.
- To ensure data protection and confidentiality is maintained at all times.
- Any other duties commensurate with the grade of the post requested by the school.

## **VARIATION IN ROLE**

Given the dynamic nature of the role at Pool-in-Wharfedale CE Primary School, it must be accepted that, as the school's work develops and changes, there may be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

To undertake any other reasonable duties as commensurate with the post as determined by the Headteacher.

## **PURPOSE OF ROLE: Lunchtime Assistant**

Our friendly and successful school requires a dedicated individual to join our professional lunchtime team. Duties include:

- Supervising children on the playground and in the dinner hall
- Ensuring that all children are able to play safely
- Offering care and support throughout lunchtime
- Working as a team member under the direction of the Lunchtime Supervisor
- Promoting positive play and high standards of behaviour
- Reporting and documenting any accidents and incidents that occur during lunchtime in line with school policies and procedures and reporting these to the Lunchtime Supervisor
- Being watchful of any potentially hazardous situations e.g. slippery floors etc.
- Attending and participating in training and development courses as required
- Attending meetings, liaising and communicating with colleagues in the school
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body
- Treating pupils and colleagues consistently with respect and consideration

- Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues

## **HEALTH & SAFETY**

All staff will make themselves familiar with the requirements of the Health and Safety Policy which are relevant to their work.

## **SAFEGUARDING**

*Pool-in-Wharfedale CE Primary School is committed to promoting and safeguarding the welfare of all children and expect all staff and volunteers to share this commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks.*

*In line with KCSiE 2025, we will carry out an online search as part of our due diligence on shortlisted candidates. This may help identify any matters that are publicly available online, which we might want to explore with you at interview.*

Signed .....

Date .....

## PERSON SPECIFICATION- RECEPTIONIST/ADMIN ASSISTANT

<b>Title of Post</b>		Receptionist/Administrative Assistant	
<b>Date</b>		October 2025	
<b>Qualifications</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Good standard of education – 5 GCSE's or equivalent	E	Application and Selection process
<b>Experience and Professional Development</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to use HR policies and procedures	E	Application and Selection process
2.	Previous experience of working in a school setting	D	
3.	Ability to effectively prepare the school for OFSTED inspections	D	
<b>Knowledge</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Computer literate with experience of Microsoft Office Suite	E	Application and Selection process
2.	Experience of working with Every/Arbor Education	D	
<b>Skills and Abilities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to provide a welcoming environment	E	Application and Selection process
2.	Ability to work effectively and respond well under pressure	E	
3.	Excellent communication skills including verbally, in writing, face-to-face and over the telephone	E	



4.	Ability to face and deal with difficult situations and personnel, work in a discreet and sensitive manner and withhold the highest level of confidentiality	E	
5.	Good keyboard skills for accurate computer input and retrieval	E	
6.	Ability to use initiative and apply sound decision-making skills whilst understanding that some matters need to be referred to others	E	
7.	Ability to support and maintain the vision and values of the Trust	E	
8.	Eager to use initiative prepared to work independently and to deadlines	E	
9.	Able to reflect and enact the school's Christian vision in all aspects	E	
10.	Good organisation skills and prioritisation	E	
11.	An ability to communicate effectively with pupils, staff and parents	E	
<b>Personal Attributes</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	A commitment to positive teamwork and collaboration to achieve results	E	Application and Selection process
2.	A commitment to continuing professional development	E	
3.	A high standard of professional appearance	E	
4.	Adaptability to changing circumstances and new ideas	E	
5.	A sense of humour and perspective	E	
6.	Excellent interpersonal skills, approachable to all members of the school and Trust	E	
7.	An appetite and stamina for challenging work	E	
8.	A solution-focused mindset and determined "no excuses" approach to raising standards	E	
9.	Commitment to upholding the schools' and the Trust's ethos, values, policies and procedures	E	
<b>Equal Opportunities</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>

1.	Acceptance of, and a commitment to, the principles of the schools' and the Trust's equal opportunities policies and practices as they relate to employment issues and to the delivery of services to the students and community	E	Application and Selection process
2.	Commitment to equal opportunities policies relating to all protected characteristic in an educational context	E	
<b>Safeguarding</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E	Selection process and completion of an Enhanced DBS check
2.	Has appropriate motivation to work with children and young people and can relate to them	E	
3.	Displays commitment to the protection and safeguarding of children and young people	E	
4.	Good knowledge and understanding of the importance of safeguarding students and the welfare of staff and the action to take to support this	E	
<b>Personal Circumstances</b>		<b>Essential/ Desirable (E/D)</b>	<b>How identified</b>
1.	Legally entitled to work in the UK	E	ID
2.	No contra-indicators in personal background or criminal record in showing unsuitability to work with children/young people/ vulnerable clients/ finance	E	Completion of Criminal Background declaration and Enhanced DBS check
3.	Willingness to complete a Pre-Employment Health Declaration if appointed	E	Pre-Employment Health Declaration
4.	Willingness to work additional hours, occasionally, if required for the successful operation of the Trust	D	
5.	Willingness to complete first aid training if necessary	E	

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*commitment. This post is subject to an enhanced Disclosure and Barring Service (DBS) checks*